



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, NOVEMBER 17, 2008

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #6A, #9A, AND ONE ADDITIONAL RESOLUTION (#11C)**
4. Approval of Minutes dated July 22, 2008 (previously distributed)
5. Public Participation
6. Recognition of Recent Retirees (mailed)
- 6a. Report by Employer Support of the Guard and Reserve (ESGR)
7. Reconfirmation of Vacancies (mailed)
8. Approval of an Amendment to the County Hiring Policy in Regard to Vacant Entry Level Positions (mailed)
9. Approval of Modified Employee Assistance Program (EAP) Contract for 2009 (mailed)
- 9a. Recommendation from Planning and Economic Development Committee: Reassignment of County Librarians to Planning & Economic Development Dept. (attached)
10. Executive Session to Discuss Labor Negotiations and Confidential Memorandum from Corporation Counsel
11. **Resolutions:**
 - a. Support the National Guard and Reserve (offered by Camphous-Peterson) (mailed)
 - b. Commending MCREST on 20 Years of Service to the Community (offered by Board Chair Crouchman)
 - c. Urge Government Assistance to the Auto Industry (offered by Board Vice-Chair Camphous-Peterson)
12. New Business
13. Public Participation
14. Adjournment

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee and Committee Members

FROM: Eric Herppich, Acting Director
Human Resources

DATE: November 6, 2008

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the November 17, 2008 Personnel Committee Meeting.

Name: Elizabeth Bursey
Department: Martha T. Berry
Retirement Date: October 1, 2008
Years of Service: 21 years; 4.0 months
County Commissioner: Paul Gielegghem

Name: Donald Penrod
Department: Public Works
Retirement Date: November 7, 2008
Years of Service: 25 years; 10.1 months
County Commissioner: N/A

Name: Karen Odam
Department: Prosecuting Attorney
Retirement Date: January 14, 2009
Years of Service: 15 years; 1.0 months
County Commissioner: N/A

Name: Rose Strencansky
Department: Health
Retirement Date: December 19, 2008
Years of Service: 8 years; 1.8 months
County Commissioner: N/A

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegghem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

Name: Marc DeRush
Department: Community Mental Health
Retirement Date: December 30, 2008
Years of Service: 28 years; 4.4 months
County Commissioner: Dana Camphous-Peterson

Name: Cheryl Doherty
Department: Facilities & Operations
Retirement Date: January 2, 2009
Years of Service: 10 years; 5.2 months
County Commissioner: Betty Slinde

Name: Terry Kurzatkowski
Department: Facilities & Operations
Retirement Date: October 22, 2008
Years of Service: 20 years; 8.9 months
County Commissioner: N/A

Name: Keith Robinson
Department: Juvenile Justice Center
Retirement Date: November 3, 2008
Years of Service: 28 years; 2.5 months
County Commissioner: Dana Camphous-Peterson

Name: Dora Centofanti
Department: Martha T. Berry
Retirement Date: December 30, 2008
Years of Service: 19 years; 8.4 months
County Commissioner: Don Brown

Name: Vojislav Rakic
Department: Facilities & Operations
Retirement Date: September 22, 2008
Years of Service: 31 years; 3.3 months
County Commissioner: Kathy Vosburg

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

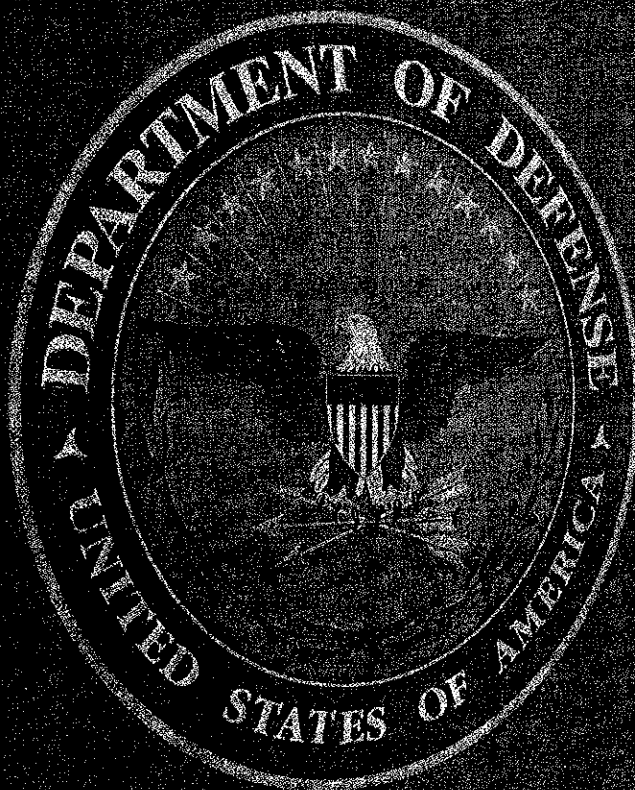
Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

BEGINS WITH YOU.

Almost half of our nation's military strength resides in the National Guard and Reserve. These brave men and women are crucial to the disaster relief efforts here at home and continue to serve around the world to ensure our freedom. Thanks to the continued assistance that you and your organization provide to those who serve our nation in uniform, their vital service is made considerably more manageable than it otherwise would be.

A STRONG NATIONAL DEFENSE



Distributed
11-17-08

YOUR SUPPORT ALLOWS GUARDSMEN AND RESERVISTS TO CONCENTRATE FULLY ON THEIR MILITARY RESPONSIBILITIES.

Members of the Guard and Reserve, whether serving our communities or our country, depend on their military units, on their families, and uniquely, on their employers for support.

Employer Support of the Guard and Reserve (ESGR) is a Department of Defense agency that seeks to promote a culture in which all American employers support and value the military service of their employees. We recognize outstanding support, increase awareness of the law, and resolve conflicts through mediation.

WE'RE HERE TO HELP

Employer Support of the Guard and Reserve

Information

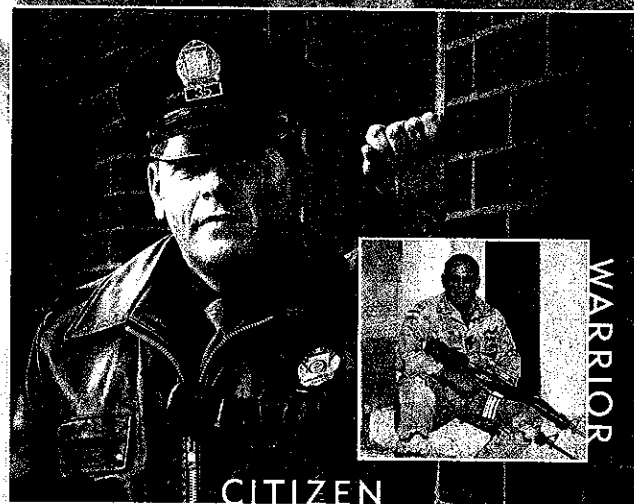
Information about the Uniformed Services
Employment and Reemployment Rights Act
(USERRA)

Recognition

- Awards for employers who practice personnel policies that support employee participation in the National Guard and Reserve.
- Statement of Support certificates for you to display as you join thousands of employers nationwide who support and promote the military service of their employees.

Mediation

- Professionally trained Ombudsmen for neutral mediation concerning USERRA compliance issues.
- Local ESGR field committees to assist you in every state and territory in the U.S.



RULES OF DEPLOYMENT

Understanding the law.

As an employer of a National Guardsman or Reservist, there are certain things both you and your employee are required to do by law. The Uniformed Services Employment and Reemployment Rights Act (USERRA) is the federal law with obligations intended to bring order and peace of mind to those involved.



USERRA requires an employer to:

- Provide prompt reinstatement to work
- Continue accumulation of seniority and all other employment benefits
- Train or retrain job skills, including accommodations for the disabled
- Protect against discrimination

USERRA requires an employee to return to work:

1 - 30 days of service	Next scheduled work day
31 - 180 days	Apply within 14 days completion of service
181+ days of service	Apply within 90 days after completion of service

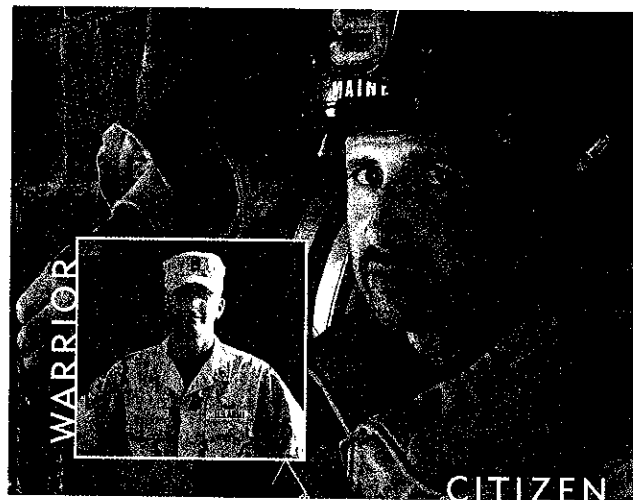
MAKE SERVICE IN THE GUARD AND RESERVE PART OF YOUR CULTURE

- Learn more about your employee's job in the National Guard or Reserve.
- Reach out to your employee's military commanders and supervisors for advance notice of their annual military duty schedule.
- Energize your entire organization to support your employees who serve our country.

HELPFUL NUMBERS AND INFORMATION

Customer Service Center

Open 8 a.m. - 8 p.m. Monday thru Friday
Phone: 1-800-336-4590
E-mail: USERRA@osd.mil
Web: www.esgr.mil



ESGR®
EMPLOYER SUPPORT OF
THE GUARD AND RESERVE



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



We recognize the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We will continually recognize and support our country's service members and their families in peace, in crisis, and in war.

Employer

Date

Chairman
National Committee for Employer
Support of the Guard and Reserve

Secretary of Defense



RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Dana Camphous-Peterson, Chair

Personnel Committee

CLASSIFICATION

DEPARTMENT

One Case Manager (Pamela Norris)

M/SCETA

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 03-27-09

Exit Interview Completed: Pending

One Computer Maintenance Clerk (Terra Glefke)

Sheriff

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 08-22-08

Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel 11-17-08

The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Nurse Aide (Shirli Wimberley)

Martha T. Berry

Reason for Position being Vacant: Discharged

Date Position to be Vacant: 09-29-08

Exit Interview Completed: Yes

One Rehabilitation Nurse Aide (Vicki Porchia)

Martha T. Berry

Reason for Position being Vacant: Retirement

Date Position to be Vacant: 08-05-08

Exit Interview Completed: Yes

One Team Leader (Cherilyn Hamilton)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 10-18-08

Exit Interview Completed: Yes*

One Team Leader (Cheryl Harris)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 10-17-08

Exit Interview Completed: Yes*

One Unit Clerk (Dana Smith)

Martha T. Berry

Reason for Position being Vacant: Resignation

Date Position to be Vacant: 10-15-08

Exit Interview Completed: Yes

One Dispatcher (Jodi Pace)

Sheriff

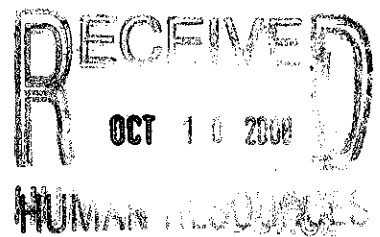
Reason for Position being Vacant: Retirement

Date Position to be Vacant: 01-30-09

Exit Interview Completed: Pending

*Did not authorize the release of the exit interview information.

**Macomb County
Position Analysis Questionnaire**



Employee Name: Pam Norris Position *FUNDED 100% BY STATE AND FEDERAL FUNDING

Classification Title and Department: M/SCETA

Division/Program Assignment: Port Huron Site WF Case Manager

Describe how this position is funded:

<u>0 %</u>	<u>100 %</u>	<u>0 %</u>
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

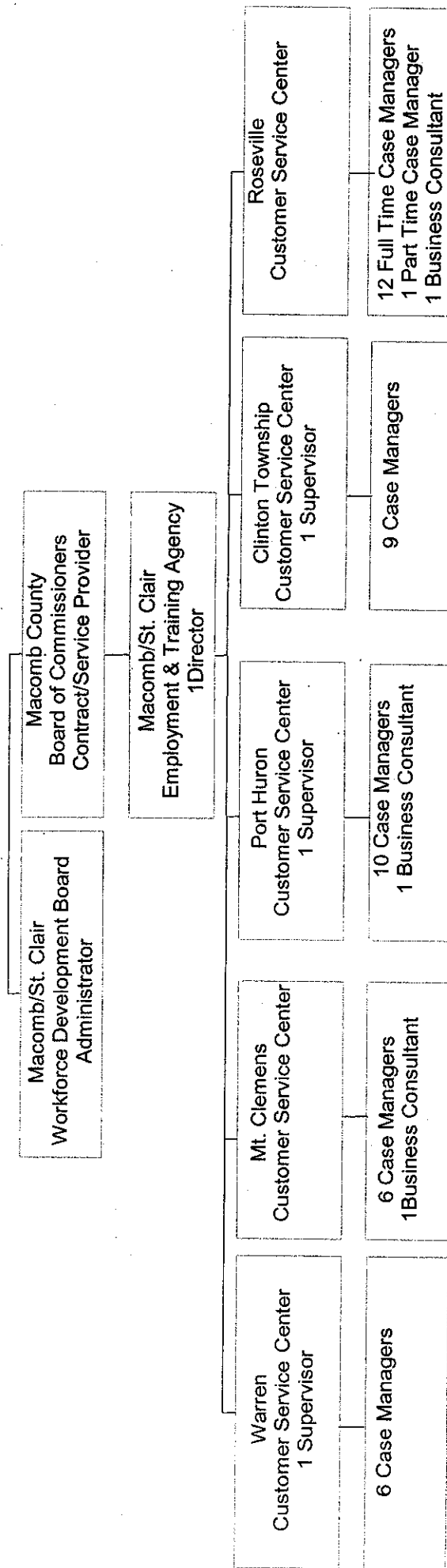
Jobs, Education & Training Program (JET) WF.

- Assessment
- Career Counseling
- Job Readiness
- Job Retention Services
- Job Search/Job Club
- Vocational Training in demand occupations
- On-The Job Training
- Support Services

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Macomb/St. Clair Employment & Training Agency



Mission Statement

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

The JET Program is designed to establish and maintain a connection to the labor market for individuals referred from the Michigan Department of Human Services (DHS), Non-Custodial Parents (NCPs), and Non-Cash Recipients (NCRs), while offering educational and training opportunities and Job Search/Job Readiness (JS/JR) activities to increase the participant's income, therefore, reducing or eliminating a family's need for public assistance.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Deborah Porter Port Huron Site	2 WF Case Manager in PH
Same Classification Within Department or Program	Wrn 1, PH 2, Rsvl 2 & floater, CT 2	Total 8 WF Case Managers
Other Classifications Reporting to this Immediate Supervisor	Trade CM, Youth CM, WIA CM, Bus Consult, & clerical	11 staff rpt to Sup PH
Classifications Directly Supervised by this Classification (if applicable)	JET	N/A

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

- Works with DHS for non-compliance of customers
- Follow-up success plan-customers education-barriers and steps to resolve barriers, assignments made for community service
- Complete Community Service Outline-hours worked, referring, attendance etc.
- Confirming grant amount. Verify grant amount to customer
- Employment for customers
- Provide direction to JET staff in regard to Federal/State/Local policies & procedures

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Customers that do not meet medical criteria for Department of Human Services (DHS) for deferral must assist in determining the best plan of action for customer to maintain requirements.

- 1) Attendance reporting
- 2) Processing Federal required hours for each JET customer
- 3) Challenges w/ DHS in determining whether customers have good cause for their acts of non-compliance.
- 4) Communication with DHS staff to insure customers are meeting Federal and State requirements and guidelines.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Daily referral letters	15	daily	yes
2	Case closure reports	10	daily	yes
3	Input participants attendance & hours	50	weekly	yes
4	Triage referrals	40	daily	yes
5	Support services	10	daily	yes
6	Communication with DHS	10	daily	yes
7	Triage attendance	50	weekly	yes
8	Customer issues	15	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Work First Customer Participation

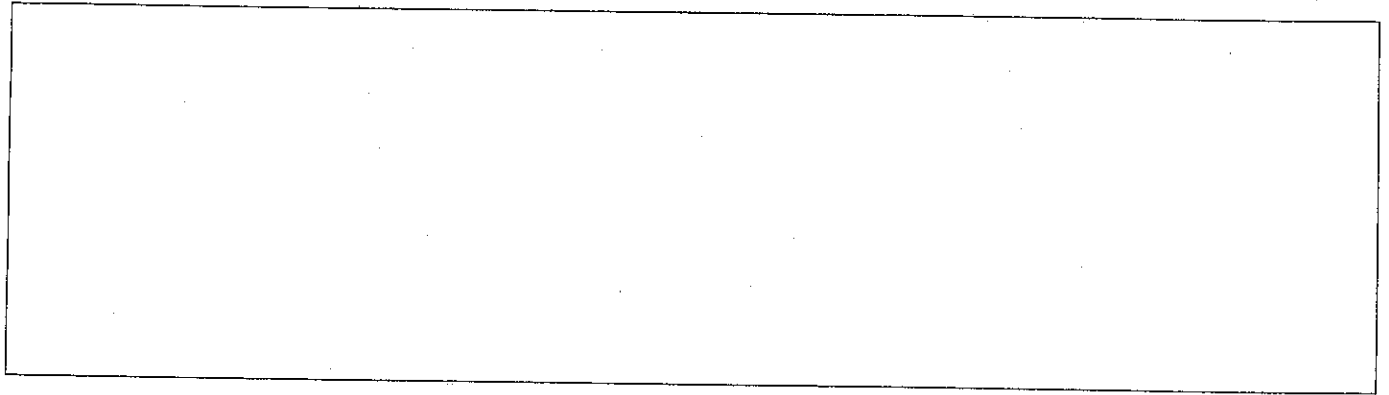
2008 2007 2006

5,704 4,819 4,057 Attended Work First Orientation

1,921 1,670 1,959 Participated in Job Link activities

1,113 856 1,053 Retained employment for 90 days

1,148 531 915 WF (Temporary Assist to Need Families) TANF case closure to income



Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

- 1) Make decisions in regarding customer issues.
- 2) Work co-operatively with Job Link staff regarding policies and procedures.
- 3) Scheduling customers for JET Program.
- 4) Communication with DHS in regard to customers participation.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
JET participants would lack a Liason for	
assistance to communicate w/ DHS & JET	major
Monitoring accurate participants hrs would decline	major
DHS & Friend of Court agencies wouldn't have a	
contact person in regard to customers	major
Lack of monitoring to ensure proper documents	major

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Marsha Prose WDB	JET Coordinator	daily
Debbie Szatkowski WDB	JET Specialist	daily
Barb Gardanier, DHS	DHS JET Coordinator	as needed

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

JET Case Managers assist w/ maintaining lines of open communication between JET customers, JET staff, & JET DHS workers. JET case managers ensure that information is input into MIS system, is accurate & meets all Federal/State/Local requirements.



MARK A. HACKEL

OFFICE OF THE SHERIFF

RECEIVED
AUG - 6 2008
HUMAN RESOURCES

Kent B. Lagerquist
UNDERSHERIFF

TO: Eric Herppich, Director
Human Resources

FROM: Sheriff Mark A. Hackel

DATE: August 6, 2008

RE: Resignation – Terra Glefke
Emergency Reconfirmation Authorization to Fill Vacancy

Terra Glekke, a Computer Maintenance Clerk with the Sheriff's Office, has submitted her letter of resignation to my office effective August 22, 2008.

In order to provide a prompt and efficient service to the citizens of Macomb County it is vital that we have a full clerical staff. I am therefore requesting Emergency Reconfirmation for this Computer Maintenance Clerk position.

Thank you for your prompt assistance in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Mark A. Hackel".

Sheriff Mark A. Hackel

/dk

Copy: Doug Fouty, Personnel Director
Civil Service Commission

Macomb County
Position Analysis Questionnaire

RECEIVED
AUG 12 2008
HUMAN RESOURCES

Employee Name: Terra L. Glefke

Classification Title and Department: Computer Maintenance Clerk

Division/Program Assignment: Record's Office

Describe how this position is funded: 100 % % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Assist the public with concealed weapon permits, handgun registration, finger printing, accident reports, incident reports, proof of incarceration, freedom of information requests, incoming mail, warrant processing, court ordered fingerprints, jail incident reports and record checks on persons for various reasons.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The records office services the public with most things related to the Sheriff's Office, from the time an inmate is released to the deputy taking an accident or incident report on the road. The Record's Office is the depository for all the inmate files, road reports, CCW applicants, firearms permits, traffic violations, and various court paperwork.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Bette Grove, Clerical Supervisor	1
Same Classification Within Department or Program	Computer Maintenance Clerk	9
Other Classifications Reporting to this Immediate Supervisor	Telephone oper., cashier II, Account Clerk I / II	15
Classifications Directly Supervised by this Classification (if applicable)	N/A	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Reading law enforcement information network information and deciphering if someone is eligible for purchasing a handgun. Deciding what can and cannot be released on a freedom of information request. Dealing with individuals that have just been released from jail.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inmate releases	5	daily	
2	Court papers & Prosecutor authorizations	15	daily	
3	warrant entry	15	daily	upon receipt
4	concealed weapon permits and fingerprinting	20	daily	
5	traffic violations	10	daily	3 days
6	freedom of information requests and incoming mail	10	daily	5 days
7	handgun purchases and safety inspections	10	daily	10 days
8	data entry - scanning incidents, accidents, etc.	15	daily	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Fingerprints 2005= 5,094 2006=3,717 2007=2,671
 foia requests 2005= 736 2006=795 2007=937
 purchase permits/gun registration 2005=4,789 2006=5,223 2007=5,444
 incident/accident reports 2005=106,031 2006=109,350 2007= 108,323
 ccw applicants 2005=4,594 2006 = 3,049 2007 = 2,323
 traffic citations entered and scanned 2005= 5,277 2006= 4,481 2007= 6964
 money collected for services 2005=\$48,250 2006=\$47,890 2007=\$55,317

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Issuing handgun purchase permits to citizens, releasing sensitive information regarding incident reports, expunging records, decipher record check information for CCW applicants answer phone calls from citizens and releasing information the under freedom of information act.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Warrants won't get entered in a timely fashion	felons could be on the loose
Citizens would not receive proper service	citizen dissatisfaction
Overtime would be created	over extended staff would be rushed errors occur
Recruiters - armed forces	record checks will go unanswered
Road patrol and admin staff	accuracy will be challenged
Insurance companies	mail won't be processed

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Citizens and insurance carriers	accident and incident reports	daily
district/circuit court and prosecutors	arrest and prosecution paper work	daily
CCW holders / gun purchases	fingerprints and record checks	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

The record's staff has personal contact in all areas of the department dealing with citizens, administration, road patrol, jail staff, detectives, shift commanders court personnel, the prosecutors office, other police agencies, district court personnel, circuit court personnel and inmates.

MARK A. HACKEL
SHERIFF

KENT B. LAGERQUIST
UNDERSHERIFF

Anthony Wickersham
Chief of Staff

Michelle M. Sanborn
Jail Administrator

Administrative
Corrections Services

ADMINISTRATIVE SERGEANT
Inspections/Accreditation
Mental Health Services
Food Services
Medical Services
Prisoner Funds
Substance Abuse
Counseling
Educational Programs
Ministry
Volunteers
Contract Administration
Community Corrections
Building Maintenance
Video Proceedings

Captain Brenda Baker
Division Commander

Jail Operations Services

JAIL OPERATIONS LIEUTENANT
Jail Personnel
— Lieutenants
— Sergeants
— Corrections Sergeants
— Deputies
— Corrections Officers
Jail Office
Inmate Grievances
Prisoner Work Details
Daily Jail Schedule
Classification
Livescan
Explorers

JAIL INVESTIGATIVE/SECURITY LIEUTENANT
Sergeants
Litigation Analysis
Professional Standards Investigations
Criminal Complaints from Jail
Corrections Policy & Procedures
Work Release
Facility Security
Reimbursement
Jail Records
Reserve Unit (Aviation)

ADMINISTRATIVE LIEUTENANT
Recruitment
Planning
Accountant
Civil Service Liaison
Alternate Financing/Grants
Contracts
Special Projects
LCC
Inmate Services Coordinator
— Website
— Media Information
— Civilian Reserve Liaison
Clerical Supervisor
Budget
Secretariat Staff
Records Bureau/Warrants
Telephone Operators
F.O.I.A.
Reserve Unit (Mounted)

Captain John R. Roberts
Division Commander

Administrative Services

DETECTIVE LIEUTENANT
Detective Bureau
— Sergeants
— Deputies
— Computer Crimes/M.A.C.E.
— Reserve Unit (Cyber Crimes)
— Crime Analysis
— Extrajudicial
— F.O.C. Investigators
— Evidence/Crime Scene
— Court Papers
— Polygraph
Youth Services
— Sergeant
— Deputies
— School Liaison
— D.A.R.E.

S.E.T. LIEUTENANT
S.E.T./OMIT
Fugitive Team
C.O.M.E.T. Officers
Absconder Unit

M.A.T.S. LIEUTENANT
Sergeant
Deputies
Reserve Unit (Bicycle)

S.W.A.T. Hostage Negotiators

TRAINING LIEUTENANT
Training Bureau
Firearms Section
Office Policy & Procedures
Computer Services & Systems
Statistical Analysis
Records Management/Field Reports
Interns/Seasonal Staff
Key/Locker Control
Department Scheduling
Crime Prevention
Emergency Management



SPECIAL ORDER: 07-25
DATE: June 18, 2007

APPROVED: *Mark A. Hackel*

Mark A. Hackel, Sheriff

Kent B. Lagerquist

Kent B. Lagerquist, Undersheriff

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Terra Glefke SOCIAL SECURITY # [REDACTED]

ADDRESS 44731 Bayview Ave., Apt. 4216 Clinton Township, MI 48038

DEPARTMENT Sheriff Department

CLASSIFICATION Computer Maintenance Clerk

TERMINATION DATE August 22, 2008

DATE OF HIRE December 15, 2003

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Job offered elsewhere that will allow me to utilize my
education. ~~and~~

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Terra L Glefke DATE 8-12-08

INTERVIEWER'S SIGNATURE Liz Annons DATE 8-12-08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Shirli Wimberley SOCIAL SECURITY # [REDACTED]

ADDRESS 23144 Wellington Crescent, #103 Clinton Township, MI 48036

DEPARTMENT Martha T. Berry

CLASSIFICATION Nurse Aide

TERMINATION DATE September 29, 2008

DATE OF HIRE April 10, 2000 (adjusted)

REASON FOR LEAVING: () LAY OFF () RETIREMENT
(X) DISCHARGE () NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

I WAS DISCHARGED FOR forgetting my ID Badge twice in one
pay period besides being on medication that interferes with
my memory, I was called to fill in on all shifts when MTB was
short of help which contributes to forgetfulness also. I don't agree with
the decision to terminate me for this reason. I thought I was helping
MTB. I filled out the paperwork needed when you forget ID, but that
did not matter. I have never been a discipline problem or a leave abuser.
DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Shirli Wimberley DATE 10/21/08

INTERVIEWER'S SIGNATURE Liz Simmons DATE 10-21-08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Vicki Porchia SOCIAL SECURITY # [REDACTED]

ADDRESS 19408 Goulburn St. Detroit, MI 48205

DEPARTMENT Martha T. Berry

CLASSIFICATION Rehabilitation Nurse Aide

TERMINATION DATE August 5, 2008

DATE OF HIRE April 1, 1989

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE () NORMAL
() RESIGNATION (X) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Vicki Porchia DATE 10/21/08

INTERVIEWER'S SIGNATURE Wendy Miller DATE 10/21/08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

OCT 15 2008

HR - REEMPLOYMENT

NAME Dana Smith SOCIAL SECURITY # [REDACTED]ADDRESS 20415 Nicke St. Clinton Township, MI 48035DEPARTMENT Martha T. BerryCLASSIFICATION Unit ClerkTERMINATION DATE October 15, 2008DATE OF HIRE May 24, 2003

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
☒ RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Re-locating to N. Michigan for personal/family reasons!

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES ☒ NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES () NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Dana Smith DATE 10-15-08

INTERVIEWER'S SIGNATURE Liz Summons DATE 10-15-08

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the Approval of an Amendment to the County Hiring
Policy in Regard to Vacant Entry Level Positions

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 11-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

November 10, 2008

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend the Approval of an Amendment to the County Hiring Policy in Regard to Vacant Entry Level Positions

Based on previous direction at the October 21, 2008 Special Budget Committee Meeting, I recommend an amendment to the County Hiring Policy to provide for the filling of vacant, entry level, County positions. After compliance with any and all contractual obligations, qualified laid-off employees, within his/her established Layoff/Recall period, will be granted an interview and considered when filling these positions.

I recommend the approval of this proposed amendment to the County Hiring Policy.

EAH/mb

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Approval of Modified Employee Assistance Program

(EAP) Contract for 2009

INTRODUCED BY: _____ Commissioner Dana Camphous-Peterson, Chair

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 11-17-08



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

November 7, 2008

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Dana Camphous-Peterson, Chair
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Acting Director
Human Resources

RE: Recommend Approval of Modified Employee Assistance Program
(EAP) Contract for 2009

Attached is a Contract Proposal Addendum from Total Employee Assistance & Management, Inc. (TEAM), Macomb County's current Employee Assistance Program vendor, who has provided effective EAP services for the County since June, 2006.

I recommended reducing the Human Resources Department budget by \$35,000 through the renegotiation of our EAP Contract to provide a reduction from the Human Resources Department budget, which was approved by the Board of Commissioners under Plan A, on September 25, 2008.

The budgeted amount for the EAP Program is \$52,629. If this modified EAP contract is approved, there would be a budget reduction of \$36,129. Employee Assistance Services provided by TEAM under this contract for 2009, would be to service formal EAP referrals of employees, provide management consultations and 10 hours of scheduled EAP services available on a County-wide basis.

I am, therefore, recommending the approval of a modified EAP Contract for 2009, as detailed on the attached proposal from our current vendor, Total Employee Assistance & Management, Inc.

EAH/mb
Attachment

MACOMB COUNTY BOARD OF COMMISSIONERS

William A. Crouchman
District 23
Chairman

Dana Camphous-Peterson
District 18
Vice-Chair

Leonard Haggerty
District 21
Sergeant-At-Arms

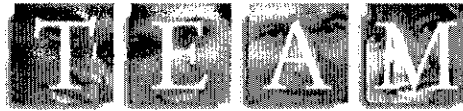
Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5

Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philis DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegem - District 19
Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26



Total Employee Assistance & Management, Inc.

T.E.A.M. EAP Proposal Addendum for Macomb County 11-5-08

Term starting: 1-1-09 to 12-31-09

- TEAM will provide up to 6 visits to full and part-time employees who are formally referred to the EAP by Macomb County Human Resources for identified work performance problems and/or policy violations. This excludes self-referred and human resources/management suggested referrals.
- Unlimited management consultations to human resources/managers related to formal referrals and employee performance problems.
- Annually, 10 hours of training and/or planned on-site EAP scheduled consultations excluding unplanned Critical Incident Stress Debriefings (CISD).
- No EAP services provided to retirees.

Total = \$16,500.

Additional services available on a fee-for-service basis:

- On-site Critical Incident Stress Debriefing (CISD) services available at \$250/per therapist/hour for unexpected events.
 - Fee-for-Service EAP Counseling at \$200/hr for non-formally referred employees.
-

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE:
AGENDA ITEM:

MACOMB COUNTY, MICHIGAN

RESOLUTION TO: Recommend that the Board of Commissioners concur with the request from the Department of Planning and Economic Development to reassign 2 county research librarians to the Planning and Economic Development Department for the purposes of assisting in their economic development efforts, and to further refer the matter to the Personnel Committee.

INTRODUCED BY: Kathy Vosburg, Chair, Planning & Economic Development Committee

DESCRIPTION:

See Attached Memo

COMMITTEE/MEETING DATE

<u>PED</u>	<u>11-12-08</u>	<u>Approved</u>
<u>Personnel</u>	<u>11-17-08</u>	



PLANNING & ECONOMIC DEVELOPMENT

1 S. Main St., 7th Floor
Mount Clemens, Michigan 48043
586-469-5285 Fax 586-469-6787
www.macombcountymi.gov/planning

Stephen N. Cassin, AICP
Executive Director

Donald Morandini
Deputy Director

November 7, 2008

PLANNING COMMISSION

Bill Peterson
Chairman

Dominic LaRosa
Vice-Chairman

Deborah S. Obrecht
Secretary

Louis J. Burdi
Bernard B. Calka
Dan G. Dirks
Ann E. Klein
Elmer J. Kuss
Betty M. Slinde

MEMORANDUM

TO: Planning & Economic Development Committee

FROM: Stephen N. Cassin, Executive Director *smc*
Department of Planning & Economic Development

RE: Request Reassignment of County Librarians

The Department of Planning and Economic Development is requesting the reassignment of 2 county research librarians to work within the department on economic development related issues.

It is envisioned that the selected librarians would have the skills and knowledge necessary to perform the following tasks:

- Research and prepare concise written reports on national and international companies that conduct business within our target industry sectors (defense, advanced manufacturing, advanced automotive, medical).
- Research and prepare concise written reports on emerging regions and countries of the world as it relates to international relations, trade, business, education and culture.
- Prepare marketing materials, publications and reports relating to business attraction.
- Research and apply for federal, state, and private foundation grants relating to economic development.

If the committee concurs with the request, we will work closely with the Human Resources Department to implement.

Thank you for your consideration of this matter.

cc: Eric Herppich

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Jon M. Switalski - District 4
Susan L. Doherty - District 5
Joan Flynn - District 6
Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Philie DeSaele - District 10

Ed Szczepanski - District 11
Peter J. Lund - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Renkert - District 15

William A. Crouchman
District 23
Chairman

Carey Torrice - District 16
Ed Bruley - District 17
Paul Gielegghem - District 19
Kathy Torrice - District 20

Dana Camphous-Peterson
District 18
Vice Chair

Leonard Haggerty
District 21
Sergeant-at-Arms

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

RECYCLABLE PAPER

Official Resolution
Of the Board of Commissioners
Macomb County, Michigan

**A Resolution Supporting the
National Guard and Reserve**

Commissioner Dana Camphous-Peterson,
On Behalf of the Board of Commissioners,
Offers the Following Resolution:

WHEREAS, we recognize the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities; and

WHEREAS, in the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society; and

WHEREAS, is these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security; and

WHEREAS, we join other employers in pledging that::

- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We will continually recognize and support our country's service members and their families in peace, in crisis, and in war.

THEREFORE BE IT RESOLVED, that the Macomb County Board of Commissioners does hereby offer our support of the Guard and Reserve; and

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to Employer Support of the Guard and Reserve.

Board of Commissioners 2008

RESOLUTION
NO. *Seventy-Two*

*Official Resolution of the Board of Commissioners
Macomb County, Michigan*

*A Resolution Urging Government Assistance
To the Automobile Industry*

*Vice Chair Dana Camphous-Peterson,
On Behalf of the Board of Commissioners,
Offers the Following Resolution:*

WHEREAS, the Macomb County Board of Commissioners urges the government to provide assistance to the Automobile Industry; and

WHEREAS, it would be extremely detrimental to the citizens of Macomb County if this assistance was not provided; and

WHEREAS, the domestic auto industry is in the process of reinventing itself to become more competitive and more efficient while creating jobs for American workers; thus it is imperative for the twenty-five billion dollar loan program to be instituted as quickly as possible by the Department of Energy; and

WHEREAS, failure of the major auto industry manufacturers would have a devastating impact on our national economy and, in particular, on Macomb County businesses and the residents who work in the industry; and

WHEREAS, General Motors Corporation, Ford Motor Company and Chrysler LLC are among Macomb County's top four employers.

NOW, THEREFORE, BE IT RESOLVED that the MACOMB COUNTY BOARD OF COMMISSIONERS requests, and strongly urges our Congressional representatives to request government assistance to the auto industry.

BE IT FURTHER RESOLVED that a copy of this resolution will be transmitted to the Macomb County United States Congressional Delegation.

*William A. Crouchman, Chairman
Macomb County Board
of Commissioners*

*Carmella Sabaugh
Macomb County Clerk*

Dana Camphous-Peterson, Vice Chair, District 18

*Distributed
11-17-08*